

PUBLIC NOTICE
AGENDA FOR THE REGULAR MEETING OF THE BOARD OF
LIBRARY TRUSTEES OF THE VILLAGE OF CAROL STREAM
Carol Stream Public library
616 Hiawatha Drive
Carol Stream, IL 60188

DATE: September 21, 2022
PLACE: Library Meeting Room

TIME: 7:00 p.m.

All matters on the agenda may be discussed, amended, and acted upon.

In accordance with requirements of the Illinois Open Meetings Act #5ILCS 120/2.06, portions of this meeting may be conducted in closed session.

1. WELCOME AND CALL TO ORDER – Board President
2. PLEDGE TO THE FLAG
3. ROLL CALL
4. PUBLIC PARTICIPATION
5. ADOPTION OF THE CONSENT AGENDA
6. APPROVAL OF MINUTES
 - 6.1 Minutes of the Regular Board Meeting of August 17, 2022
7. MONTHLY REPORTS OF THE TREASURER
 - 7.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending August 31, 2022
8. NEW BUSINESS
 - 8.1 Recommendation, Re: Approval of Resolution #297, 2022 Request for Tax Levy
 - 8.2 Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals
9. DISBURSEMENTS
 - 9.1 Approval of Disbursements of August 1-31, 2022 plus the Addendum for the Meeting of September 21, 2022
10. REPORT OF THE LIBRARY DIRECTOR
11. MONTHLY STAFF REPORTS
12. UNFINISHED BUSINESS
 - None
13. BOARD MEMBER REPORTS

14. ADJOURN

Next Resolution: #298

Mansi Patel, Secretary
Board of Library Trustees

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF CAROL STREAM
Carol Stream Public Library
515 Hiawatha Drive Carol Stream, IL 50188

DATE: August 17, 2022

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

President Lynch called the meeting to order at 7:00 p.m.

2. President Lynch led those in attendance in the Pledge of Allegiance to the Flag

3. Roll Call

Secretary Patel called the Roll.

Present: Trustees Hudspeath, Leszczewicz, Rogers, Larimer and Lynch

Absent: Trustees Olson and Patel

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Adult Services Manager Athens Moreno, Youth Services Manager Amy Teske, Circulation Manager Jeri Cain and Attorney Britt Isaly

4. PUBLIC PARTICIPATION – None

5. CONSENT AGENDA

Trustee Hudspeath moved and Trustee Rogers seconded the establishment of a Consent Agenda for the Regular Meeting August 17, 2022. Motion approved.

Ayes 5 Trustees Hudspeath, Leszczewicz, Rogers, Larimer and Lynch

Nays 0

Absent..... Trustees Olson and Patel

Trustee Hudspeath moved and Trustee Larimer seconded that the following items be included on the consent agenda. Motion approved.

Ayes 5 Trustees Hudspeath, Leszczewicz, Rogers, Larimer and Lynch

Nays 0

Absent..... Trustees Olson and Patel

5.1 Minutes of the Regular Board meeting of July 20, 2022

5.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending July 31, 2022

5.3 Review Statement of Cash Receipts and Disbursements for FY22

5.4 Recommendation, Re: Approval of Parking Lot Maintenance Proposal from A&A Paving

5.5 Approval of Disbursements of July 1-31, 2022 plus the Addendum for the Meeting of August 17, 2022

5.6 Report of the Library Director

Trustee Hudspeath moved and Trustee Leszczewicz seconded that the items on the Consent Agenda be approved by Omnibus vote. Motion approved.

Ayes 5 Trustees Hudspeath, Leszczewicz, Rogers, Larimer and Lynch

Nays 0

Absent..... Trustees Olson and Patel

The following is a description of various items placed on the Consent Agenda:

Review Statement of Cash Receipts and Disbursements for FY22

Background information:

It is a requirement of state law for municipalities to prepare and publicly publish this statement. It includes a review of the Library's General Fund balances for the year, a list of vendors that were paid \$2,500 or more and the amount paid, and a list of payroll amounts paid to employees in five categories. It also includes a review of the special funds and their ending fund balance on April 30, 2022. It will be published in a local newspaper and submitted to the Village of Carol Stream and the County Clerk with a signed letter from the Treasurer.

Recommendation, Re: Approval of Parking Lot Maintenance Proposal from A&A Paving

Background information:

The Library's parking lot will undergo the annual maintenance of crack filling, sealing and re-striping over the Labor Day weekend. Board approval is required for expenditures exceeding \$10,000.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period July 1-31, 2022 plus the Addendum for the meeting of August 17, 2022 in the amount of \$98,666.11.

6. NEW BUSINESS

6.1 Discussion: Library Attorney Services Review

The Library's attorney Britt Isaly, partner of Ancel Glink, attended the Board meeting. He shared information on what attorney services may be required by a public library and answered any questions that the Trustees may have regarding legal matters and the public library.

7. MONTHLY STAFF REPORTS

Trustee Lynch commented upon the Adult Services department's Summer Reading program participation this year, that may break the past record. He also commended the department for their "kindness kits" that were available during the Mobile Museum of Tolerance week. Trustees enjoyed the DuPage County Quiz that was offered on the Library's Facebook page. Youth Services had a successful Safety Town program and Drive-In movie program during the month.

8. UNFINISHED BUSINESS

8.1 Recommendation, Re: Approval of Amendment to Library By-Law: Article VII, Section 2

Trustee Larimer moved and Trustee Lynch seconded that the Library Board of Trustees approve the Amendment to Library By-Law: Article VII, Section 2. Motion approved.

Ayes 5 Trustees Hudspeath, Leszczewicz, Rogers, Larimer and Lynch
Nays 0
Absent..... Trustees Olson and Patel

Background information:

The Governor has signed an amendment to the Public Library Act that gives the Secretary of State the power to appoint a Library Trustee in the instance where there is a Trustee vacancy exceeding 90 days. The updated text to the Library’s By-Law is taken directly from the Act with an added statement that “the provisions of the Local Library Act shall prevail.” A two-thirds vote for approval is required to pass the amendment.

9. BOARD MEMBER REPORTS-None

10. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved** and **Trustee Rogers seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:27 p.m.

Ayes 5 Trustees Hudspeath, Leszczewicz, Rogers, Larimer and Lynch
Nays 0
Absent..... Trustees Olson and Patel

September 21, 2022

Date approved

Mansi Patel, Secretary for the Board of Library Trustees

**Carol Stream Public Library
Treasurer's Report
Month Ending August 31, 2022**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 2,009,993.81	\$ 1,024,895.78	\$ 3,034,889.59
Working Cash	51,001.33	196.92	51,198.25
FICA	94,437.66	30,509.37	124,947.03
IMRF	96,867.26	38,172.88	135,040.14
Liability Insurance	12,750.82	9,549.04	22,299.86
Audit	6,827.41	6,322.88	13,150.29
Capital Maintenance & Repair	1,593,709.55	(8,080.97)	1,585,628.58
Building Renovation Loan	<u>3,536.59</u>	<u>144,145.35</u>	<u>147,681.94</u>
TOTAL ALL FUNDS	<u>\$ 3,869,124.43</u>	<u>\$ 1,245,711.25</u>	<u>\$ 5,114,835.68</u>

See attached for a schedule of cash and investments.

Justin Lynch, Board President 8/31/22

Nancy Olson, Board Treasurer 8/31/22

Susan Westgate, Library Director 8/31/22

**Carol Stream Public Library
Treasurer's Report
Month Ending August 31, 2022**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
OLD SECOND BANK	CHECKING	\$ 512,346.09
OLD SECOND BANK	PAYROLL	85,690.65
OLD SECOND BANK-MONEY MARKET	INVESTMENT	1,483,213.16
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,032,054.13
PROPAY	ELECTRONIC	684.80
ASPEN/PAYPAL	ELECTRONIC	76.85
CASH BANK	CASH DRAWER	<u>770.00</u>
	TOTAL	<u><u>\$ 5,114,835.68</u></u>

CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
AUGUST 31, 2022

TABLE OF CONTENTS

ACCOUNTANT'S COMPILATION REPORT	PAGE 1
FINANCIAL STATEMENTS	
Combined Statements of Assets, Liabilities and Fund Balances - Modified Cash Basis - All Funds	EXHIBIT A
Combined Statements of Revenues and Expenses – Modified Cash Basis – All Funds	EXHIBIT B
SUPPLEMENTARY INFORMATION	
Revenues and Expenses – Modified Cash Basis - By Fund	EXHIBIT C



Accountant's Compilation Report

To the Board of Trustees
Carol Stream Public Library
Carol Stream, Illinois

Management is responsible for the accompanying financial statements of Carol Stream Public Library, which comprise the combined statements of assets, liabilities and fund balances - modified cash basis - all funds as of August 31, 2022 and July 31, 2022, and the related combined statements of revenues and expenses - modified cash basis - all funds for the month and year-to-date August 31, 2022, in accordance with the modified cash basis of accounting and for determining that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. These modified cash basis of accounting financial statements do not include capital assets or loans payable. The effects of these departures from the modified cash basis of accounting have not been determined.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with the modified cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Library's assets, liabilities, fund balances, revenues, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The supplementary information contained in Exhibit C is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The supplementary information was subject to our compilation engagement. We have not audited or reviewed the supplementary information and do not express an opinion, a conclusion, nor provide any assurance on such information.

We are not independent with respect to Carol Stream Public Library.

ATA Group, LLP

September 8, 2022

In Association With:

MCCLURE INSERRA
& COMPANY CHARTERED
ACCOUNTANTS AND CONSULTANTS



Carol Stream Public Library
Combined Statements of Assets, Liabilities and Fund Balances
Modified Cash Basis - All Funds

	Aug 31, 22	Jul 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10-1000 · Library Fund Cash			
10-1006 · Old Second General Checking	512,346.09	233,524.33	278,821.76
10-1008 · Old Second Payroll Account	85,690.65	91,901.62	-6,210.97
10-1014 · Illinois Funds-Prime	3,032,054.13	3,026,440.92	5,613.21
10-1024 · Old Second Money Market Acct	1,483,213.16	1,662,456.24	-179,243.08
10-1025 · ProPay	684.80	676.59	8.21
10-1026 · Cash Bank	770.00	799.55	-29.55
10-1027 · Aspen/Paypal	76.85	585.41	-508.56
10-1090 · Allocated Cash-General Fund	-2,079,946.09	-2,055,718.93	-24,227.16
Total 10-1000 · Library Fund Cash	3,034,889.59	2,960,665.73	74,223.86
1190 · Allocated Cash-Fund Balances			
20-1090 · Allocated Cash-Working Cash Fd.	51,198.25	51,122.50	75.75
30-1190 · Allocated Cash-FICA Fund	124,947.03	124,958.84	-11.81
40-1090 · Allocated Cash-IMRF Fund	135,040.14	136,421.68	-1,381.54
50-1090 · Allocated Cash-Liability Fund	22,299.86	20,478.98	1,820.88
60-1090 · Allocated Cash-Audit Fund	13,150.29	12,179.11	971.18
70-1090 · Allocated Cash-Capital R&M Fund	1,585,628.58	1,583,261.50	2,367.08
80-1090 · Allocated Cash-Debt Service	147,681.94	127,296.32	20,385.62
Total 1190 · Allocated Cash-Fund Balances	2,079,946.09	2,055,718.93	24,227.16
Total Checking/Savings	5,114,835.68	5,016,384.66	98,451.02
Total Current Assets	5,114,835.68	5,016,384.66	98,451.02
TOTAL ASSETS	5,114,835.68	5,016,384.66	98,451.02
LIABILITIES & EQUITY			
Equity			
2900 · Beginning Fund Balances			
10-2900 · Fund Balance-General Fund	2,009,993.81	2,009,993.81	0.00
20-2900 · Fund Balance-Working Cash	51,001.33	51,001.33	0.00
30-2900 · Fund Balance-FICA Fund	94,437.66	94,437.66	0.00
40-2900 · Fund Balance-IMRF Fund	96,867.26	96,867.26	0.00
50-2900 · Fund Balance-Liability	12,750.82	12,750.82	0.00
60-2900 · Fund Balance-Audit	6,827.41	6,827.41	0.00
70-2900 · Fund Balance-Capital R&M	1,593,709.55	1,593,709.55	0.00
80-2900 · Fund Balance-Debt Service	3,536.59	3,536.59	0.00
Total 2900 · Beginning Fund Balances	3,869,124.43	3,869,124.43	0.00
Net Income	1,245,711.25	1,147,260.23	98,451.02
Total Equity	5,114,835.68	5,016,384.66	98,451.02
TOTAL LIABILITIES & EQUITY	5,114,835.68	5,016,384.66	98,451.02

Carol Stream Public Library
Combined Statements of Revenues and Expenses
Modified Cash Basis - All Funds

	Aug 22	May - Aug 22	Annual Budget	% of Budget
Ordinary Income/Expense				
Income				
3000 · Property Taxes				
3001 · Property Tax Current	325,902.99	2,305,575.35	3,744,461.00	61.57%
3002 · Property Taxes Non-Current	0.00	0.00	1,000.00	0.0%
Total 3000 · Property Taxes	325,902.99	2,305,575.35	3,745,461.00	61.56%
3100 · PPR Taxes	18,689.08	64,035.14	50,000.00	128.07%
3200 · Interest Income				
3201 · Interest Income Taxes	125.46	125.46	500.00	25.09%
3202 · Interest Income Investments	5,746.67	14,938.44	8,100.00	184.43%
Total 3200 · Interest Income	5,872.13	15,063.90	8,600.00	175.16%
3300 · Patron Payments				
3301 · Fines & Fees	272.58	1,805.84	6,000.00	30.1%
3302 · Public Copy Payments	1,263.27	3,083.93	6,000.00	51.4%
3303 · Non-Resident Card Fees	396.68	1,394.29	2,000.00	69.72%
3304 · Sale Items	0.00	0.00	500.00	0.0%
Total 3300 · Patron Payments	1,932.53	6,284.06	14,500.00	43.34%
3400 · Donations	0.00	20.00	5,000.00	0.4%
3500 · Developer Contributions	0.00	0.00	500.00	0.0%
3600 · RBP/ILL Reimbursements	-391.91	49.99	500.00	10.0%
3700 · Grants				
3701 · Per Capita Grants	0.00	0.00	58,800.00	0.0%
3702 · Other Grants/Awards	0.00	0.00	1,000.00	0.0%
Total 3700 · Grants	0.00	0.00	59,800.00	0.0%
3800 · Other Income	159.41	390.26	2,500.00	15.61%
Total Income	352,164.23	2,391,418.70	3,886,861.00	61.53%
Gross Profit	352,164.23	2,391,418.70	3,886,861.00	61.53%
Expense				
5100 · Salaries				
5101 · Exempt Staff Salaries	54,563.98	223,844.56	643,000.00	34.81%
5102 · Non-Exempt Staff Salaries	88,811.47	384,602.79	1,320,000.00	29.14%
5103 · Custodial Salaries	5,641.43	27,165.74	89,000.00	30.52%
5105 · Professional Education	798.00	3,536.10	15,000.00	23.57%
5106 · Membership	150.00	1,178.00	4,000.00	29.45%
5107 · Life Insurance	135.37	719.82	2,000.00	35.99%
5108 · Health Insurance	13,652.21	84,172.26	230,000.00	36.6%
5109 · Benefits, other	112.61	560.92	3,000.00	18.7%
5110 · Trustee Development	0.00	17.55	3,500.00	0.5%
Total 5100 · Salaries	163,865.07	725,797.74	2,309,500.00	31.43%
5200 · Plant Maint.				
5201 · Supplies	260.21	3,647.09	15,000.00	24.31%
5202 · Maintenance/Repair	710.25	763.88	10,000.00	7.64%
5203 · Maintenance Contracts	4,019.00	16,181.00	52,400.00	30.88%
5204 · Landscape Maintenance/Snow Remo	742.56	5,033.45	15,000.00	33.56%

Carol Stream Public Library
Combined Statements of Revenues and Expenses
Modified Cash Basis - All Funds

	Aug 22	May - Aug 22	Annual Budget	% of Budget
5205 · Furniture/Equipment	0.00	486.50	7,000.00	6.95%
5206 · Electric-Comm Edison	0.00	6,859.02	47,000.00	14.59%
5207 · Water/Sewer	1,101.20	2,076.55	8,000.00	25.96%
5208 · Insurance (Property)	0.00	0.00	11,000.00	0.0%
Total 5200 · Plant Maint.	6,833.22	35,047.49	165,400.00	21.19%
5300 · Business Exp.				
5301 · Postage	0.00	0.00	3,000.00	0.0%
5302 · Office & Equipment Supplies	1,234.87	3,141.99	7,000.00	44.89%
5303 · Printing	0.00	2,394.42	2,000.00	119.72%
5304 · Equipment Leasing	1,197.69	5,988.45	18,000.00	33.27%
5305 · Mileage Reimbursement	39.12	155.93	1,500.00	10.4%
5306 · Legal Notices	0.00	0.00	600.00	0.0%
5308 · Business Phone	414.58	1,647.65	6,000.00	27.46%
5309 · Accounting Service	1,150.00	4,500.00	14,500.00	31.03%
5310 · Material Recovery Fees	128.05	384.15	1,000.00	38.42%
5311 · Payroll Service	572.43	2,192.50	7,000.00	31.32%
5312 · Attorney Fees	0.00	491.25	6,000.00	8.19%
5315 · Other Expenditures	83.83	556.69	6,000.00	9.28%
5317 · Bank & Credit Card Fees	49.72	121.71	100.00	121.71%
5319 · Security Service	1,116.72	1,116.72	20,000.00	5.58%
5320 · Donation Recd Expense	0.00	0.00	5,000.00	0.0%
5321 · Human Resources	2,178.03	5,516.36	14,000.00	39.4%
Total 5300 · Business Exp.	8,165.04	28,207.82	111,700.00	25.25%
5400 · Automat. & Dept. Oper.				
5401 · Automation Hardware	78.00	4,577.69	10,000.00	45.78%
5402 · ISP and Web page hosting	4,654.64	6,819.32	14,000.00	48.71%
5403 · Computer Software	1,259.64	2,397.27	6,000.00	39.96%
5404 · Tech Support & Repair	0.00	13,950.39	20,000.00	69.75%
5405 · Technical Services Supplies	119.99	1,462.82	4,000.00	36.57%
5406 · Circulation Supplies	676.00	783.45	4,000.00	19.59%
5408 · Tech Serv Online Resources	0.00	0.00	15,000.00	0.0%
5409 · RBP/ILL Expenses	429.20	429.20	500.00	85.84%
5410 · SWAN Consortium	0.00	11,635.75	47,000.00	24.76%
5411 · Village IT Services	8,176.13	32,704.52	102,000.00	32.06%
Total 5400 · Automat. & Dept. Oper.	15,393.60	74,760.41	222,500.00	33.6%
5500 · Services				
5501 · Youth Services Programs	2,976.77	14,859.47	32,000.00	46.44%
5503 · Adult/Teen Programs	1,691.63	6,414.85	25,000.00	25.66%
5505 · Library Newsletter	0.00	3,338.07	38,400.00	8.69%
5509 · Library Publicity and Promotion	2,327.38	7,232.49	20,000.00	36.16%
Total 5500 · Services	6,995.78	31,844.88	115,400.00	27.6%
5600 · Collection				
5601 · Youth Services Books	3,121.57	8,001.28	55,000.00	14.55%
5606 · Youth Services Media	2,704.87	3,727.47	20,000.00	18.64%

Carol Stream Public Library
Combined Statements of Revenues and Expenses
Modified Cash Basis - All Funds

	Aug 22	May - Aug 22	Annual Budget	% of Budget
5630 · Adult Books	5,528.50	20,166.05	72,000.00	28.01%
5634 · Online Resources	-1,195.00	0.00	30,000.00	0.0%
5635 · Magazines & Newspapers	1,326.10	10,003.34	12,000.00	83.36%
5636 · Newspapers	-28.49	0.00		
5637 · Adult Media	1,181.72	5,878.87	40,000.00	14.7%
5651 · Digital Media	5,483.03	32,559.39	110,000.00	29.6%
5652 · Grant/Award Expense	6,472.90	34,475.01	58,800.00	58.63%
Total 5600 · Collection	24,595.20	114,811.41	397,800.00	28.86%
6600 · Payroll Expenses				
6610 · FICA Expense	11,083.77	47,165.10	160,000.00	29.48%
6620 · Illinois Municipal Retirement F	16,781.67	70,094.72	230,000.00	30.48%
Total 6600 · Payroll Expenses	27,865.44	117,259.82	390,000.00	30.07%
66900 · Reconciliation Discrepancies	-0.14	0.00		
6900 · Operating Xfers In (Out)				
6920 · Working Cash Fund	0.00	0.00	100.00	0.0%
Total 6900 · Operating Xfers In (Out)	0.00	0.00	100.00	0.0%
7101 · Liability Insurance	0.00	0.00	20,000.00	0.0%
7102 · Risk Management expense	0.00	2,892.80	3,000.00	96.43%
7103 · Unemployment Compensation Insur	0.00	350.89	5,000.00	7.02%
7201 · Audit Expense	0.00	500.00	13,000.00	3.85%
7400 · Capital Expenditures				
7401 · Furniture	0.00	0.00	10,000.00	0.0%
7402 · Parking Lot Repair	0.00	0.00	12,000.00	0.0%
7403 · Building Repair	0.00	0.00	50,000.00	0.0%
7404 · Landscape	0.00	0.00	50,000.00	0.0%
7405 · Memorials	0.00	0.00	1,000.00	0.0%
7406 · Other Capital Expenditures	0.00	14,234.19	50,000.00	28.47%
Total 7400 · Capital Expenditures	0.00	14,234.19	173,000.00	8.23%
7500 · Special Capital Projects				
7503 · Front Entrance Outdoor Renovati	0.00	0.00	250,000.00	0.0%
7504 · Capital Replacement Study	0.00	0.00	15,000.00	0.0%
7506 · Office & Staff Room Door Wraps	0.00	0.00	10,000.00	0.0%
7507 · Automation Equipment	0.00	0.00	30,000.00	0.0%
7509 · Security Upgrades	0.00	0.00	4,000.00	0.0%
Total 7500 · Special Capital Projects	0.00	0.00	309,000.00	0.0%
Total Expense	253,713.21	1,145,707.45	4,235,400.00	27.05%
Net Ordinary Income	98,451.02	1,245,711.25	-348,539.00	-357.41%
Other Income/Expense				
Other Expense				
8000 · Debt Repayment Expense	0.00	0.00	234,461.00	0.0%
Total Other Expense	0.00	0.00	234,461.00	0.0%
Net Other Income	0.00	0.00	-234,461.00	0.0%
Net Income	98,451.02	1,245,711.25	-583,000.00	-213.67%

**Carol Stream Public Library
Supplementary Information
Revenues and Expenses - Modified Cash Basis - By Fund**

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Aug 22	May - Aug 22	Aug 22	May - Aug 22	Aug 22	May - Aug 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	276,590.66	1,956,719.15	0.00	0.00	10,927.49	77,305.65
3100 · PPR Taxes	18,689.08	64,035.14	0.00	0.00	0.00	0.00
3200 · Interest Income	3,091.86	7,866.93	75.75	196.92	144.47	368.82
3300 · Patron Payments	1,932.53	6,284.06	0.00	0.00	0.00	0.00
3400 · Donations	0.00	20.00	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	-391.91	49.99	0.00	0.00	0.00	0.00
3800 · Other Income	159.41	390.26	0.00	0.00	0.00	0.00
Total Income	300,071.63	2,035,365.53	75.75	196.92	11,071.96	77,674.47
Gross Profit	300,071.63	2,035,365.53	75.75	196.92	11,071.96	77,674.47
Expense						
5100 · Salaries	163,865.07	725,797.74	0.00	0.00	0.00	0.00
5200 · Plant Maint.	6,833.22	35,047.49	0.00	0.00	0.00	0.00
5300 · Business Exp.	8,165.04	28,207.82	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	15,393.60	74,760.41	0.00	0.00	0.00	0.00
5500 · Services	6,995.78	31,844.88	0.00	0.00	0.00	0.00
5600 · Collection	24,595.20	114,811.41	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	11,083.77	47,165.10
66900 · Reconciliation Discrepancies	-0.14	0.00	0.00	0.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	0.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	225,847.77	1,010,468.75	0.00	0.00	11,083.77	47,165.10
Net Ordinary Income	74,223.86	1,024,895.78	75.75	196.92	-11.81	30,509.37
Net Income	74,223.86	1,024,895.78	75.75	196.92	-11.81	30,509.37

**Carol Stream Public Library
Supplementary Information
Revenues and Expenses - Modified Cash Basis - By Fund**

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Aug 22	May - Aug 22	Aug 22	May - Aug 22	Aug 22	May - Aug 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	15,250.39	107,887.73	1,801.25	12,742.80	960.67	6,796.16
3100 · PPR Taxes	0.00	0.00	0.00	0.00	0.00	0.00
3200 · Interest Income	149.74	379.87	19.63	49.93	10.51	26.72
3300 · Patron Payments	0.00	0.00	0.00	0.00	0.00	0.00
3400 · Donations	0.00	0.00	0.00	0.00	0.00	0.00
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00
3800 · Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	15,400.13	108,267.60	1,820.88	12,792.73	971.18	6,822.88
Gross Profit	15,400.13	108,267.60	1,820.88	12,792.73	971.18	6,822.88
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	0.00	0.00
5200 · Plant Maint.	0.00	0.00	0.00	0.00	0.00	0.00
5300 · Business Exp.	0.00	0.00	0.00	0.00	0.00	0.00
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	0.00	0.00
5500 · Services	0.00	0.00	0.00	0.00	0.00	0.00
5600 · Collection	0.00	0.00	0.00	0.00	0.00	0.00
6600 · Payroll Expenses	16,781.67	70,094.72	0.00	0.00	0.00	0.00
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00	0.00
7102 · Risk Management expense	0.00	0.00	0.00	2,892.80	0.00	0.00
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	350.89	0.00	0.00
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	500.00
7400 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	16,781.67	70,094.72	0.00	3,243.69	0.00	500.00
Net Ordinary Income	-1,381.54	38,172.88	1,820.88	9,549.04	971.18	6,322.88
Net Income	-1,381.54	38,172.88	1,820.88	9,549.04	971.18	6,322.88

**Carol Stream Public Library
Supplementary Information
Revenues and Expenses - Modified Cash Basis - By Fund**

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Aug 22	May - Aug 22	Aug 22	May - Aug 22	Aug 22	May - Aug 22
Ordinary Income/Expense						
Income						
3000 · Property Taxes	0.00	0.00	20,372.53	144,123.86	325,902.99	2,305,575.35
3100 · PPR Taxes	0.00	0.00	0.00	0.00	18,689.08	64,035.14
3200 · Interest Income	2,367.08	6,153.22	13.09	21.49	5,872.13	15,063.90
3300 · Patron Payments	0.00	0.00	0.00	0.00	1,932.53	6,284.06
3400 · Donations	0.00	0.00	0.00	0.00	0.00	20.00
3600 · RBP/ILL Reimbursements	0.00	0.00	0.00	0.00	-391.91	49.99
3800 · Other Income	0.00	0.00	0.00	0.00	159.41	390.26
Total Income	2,367.08	6,153.22	20,385.62	144,145.35	352,164.23	2,391,418.70
Gross Profit	2,367.08	6,153.22	20,385.62	144,145.35	352,164.23	2,391,418.70
Expense						
5100 · Salaries	0.00	0.00	0.00	0.00	163,865.07	725,797.74
5200 · Plant Maint.	0.00	0.00	0.00	0.00	6,833.22	35,047.49
5300 · Business Exp.	0.00	0.00	0.00	0.00	8,165.04	28,207.82
5400 · Automat. & Dept. Oper.	0.00	0.00	0.00	0.00	15,393.60	74,760.41
5500 · Services	0.00	0.00	0.00	0.00	6,995.78	31,844.88
5600 · Collection	0.00	0.00	0.00	0.00	24,595.20	114,811.41
6600 · Payroll Expenses	0.00	0.00	0.00	0.00	27,865.44	117,259.82
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00	-0.14	0.00
7102 · Risk Management expense	0.00	0.00	0.00	0.00	0.00	2,892.80
7103 · Unemployment Compensation Insur	0.00	0.00	0.00	0.00	0.00	350.89
7201 · Audit Expense	0.00	0.00	0.00	0.00	0.00	500.00
7400 · Capital Expenditures	0.00	14,234.19	0.00	0.00	0.00	14,234.19
Total Expense	0.00	14,234.19	0.00	0.00	253,713.21	1,145,707.45
Net Ordinary Income	2,367.08	-8,080.97	20,385.62	144,145.35	98,451.02	1,245,711.25
Net Income	2,367.08	-8,080.97	20,385.62	144,145.35	98,451.02	1,245,711.25

BOARD OF LIBRARY TRUSTEES of the
VILLAGE OF CAROL STREAM, ILLINOIS
RESOLUTION # 297

RE: 2022 REQUEST FOR TAX LEVY

WHEREAS, the Board of Library Trustees passed its Fiscal 2023 Budget / Appropriation, on March 16, 2022 as attached hereto and included in Exhibit A; and

WHEREAS, Exhibit A, which also describes the FY 2023 appropriation, and describes anticipated expenditures in the amount of \$4,469,761; and

WHEREAS, funds derived as income from sources other than tax receipts are anticipated to total \$117,300 for the fiscal year 2023.

WHEREAS, a total amount of \$3,804,461 is needed from tax receipts in addition to the amount received from other sources to satisfy the anticipated financial needs of the Library for fiscal year 2023.

RESOLVED that:

Section 1: The President and Board of Trustees of the Village of Carol Stream, Illinois are hereby requested to include in their appropriation ordinance for the fiscal year commencing on the first day of May 2022 and ending on the thirtieth day of April 2023 the following:

- A. Taxes to be levied to maintain the Public Library pursuant to Illinois Compiled Statutes, Chapter 75, Act 5, Sec. 3-4 shall be: \$3,205,000 or as much thereof as may be authorized by law, but in no event shall such tax levy for maintenance and operation of the Carol Stream Public Library exceed 0.60 percent of the value of all such taxable property as equalized or assessed by the Department of Revenue pursuant to the anticipated expenditures and financial requirements detailed in Exhibit A.
- B. Taxes to be levied for participation in the Illinois Municipal Retirement Fund, as provided in Illinois Compiled Statutes Ch. 40, Act 5, Section 22-403, *et sec.*, in addition to all other taxes heretofore levied, in the sum of \$205,000.
- C. Taxes to be levied for participation in the FICA, as provided in Illinois Compiled Statutes Ch. 40, Act 5, Section 22-403, *et sec.*, in addition to all other taxes heretofore levied, in the sum of \$125,000.
- D. Taxes to be levied for the Liability Insurance Fund, as provided in Illinois Compiled Statutes Chapter 745, Act 10, Section 9-107, *et sec.*, in addition to all other taxes heretofore levied, in the sum of \$25,000.
- E. Taxes to be levied for the Annual Audit as provided in Illinois Compiled Statutes, Chapter 50, Act 310, Section 9, *et sec.*, in addition to all other taxes heretofore levied, in the sum of \$10,000.
- F. Taxes to be levied for debt service pursuant to an Intergovernmental Loan Agreement between the Village of Carol Stream and the Board of Library Trustees of the Carol Stream Library as approved by the Library Board of Trustees, dated October 17, 2018, in the sum of \$234,461.

Section 2: That pursuant to Illinois Compiled Statutes, Chapter 75, Act 5, Sec. 5-8, the Board of Library Trustees shall accumulate and set apart as a Capital Improvement and Repair Fund for the

purchase of sites and buildings, for the construction and equipment of buildings, for the rental and repair of buildings acquired for library purposes, and for repairs and alterations of library buildings and equipment, the unexpended balances of the proceeds annually received from taxes not in excess of the statutory limits and pursuant to plans to be developed by the Board of Library Trustees.

Section 3: That the funds derived from sources other than the Tax Levy may be allotted by the Board of Library Trustees to such budgeted items and in such amounts as said Board may determine within the limits of said budget.

Section 4: That the unexpended balance of any item or items of said Budget as set forth in this Resolution may be expended in making up any deficiency in any other item or items in the same general Budget made by this Resolution.

Section 5: That the President and Board of Trustees of the Village of Carol Stream are further requested to include in their levy ordinance the following statement:

All ordinances and parts of ordinances conflicting with any of the provisions of this ordinance be and the same are hereby modified and repealed, and if any item or portion thereof of this levy is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this ordinance.

Section 6: That the President and the Board of Trustees of the Village of Carol Stream be aware that the Illinois Statutes require that the levy ordinance be duly passed and a certified copy be recorded with the DuPage County Clerk on or before the last Tuesday in December 2022.

Resolution passed this 21st day of September, 2022 by a vote of:

Ayes: _____, Nays: _____, Absent or not voting: _____.

Approved:

Justin Lynch, President
Board of Library Trustees

Attest:

I, the undersigned Secretary of the Board of Library Trustees of the Village of Carol Stream, hereby state that the foregoing Resolution entitled:

2022 REQUEST FOR TAX LEVY

was duly adopted by said Board of Trustees at a valid meeting on September 21, 2022.

Seal:

Mansi Patel, Secretary
Board of Library Trustees

				FY 22/23
				Appropriation
				Approved 3/16/22
ACCT #	Account Name			
GENERAL FUND REVENUES				
3000	Property Taxes			
3001	Property Tax -- Current			3,205,000
3002	Property Tax -- Non-Current			1,000
3100	PPR Taxes			25,000
3200	Interest Income			
3201	Interest Income -- Taxes			500
3202	Interest Income -- Investments			8,000
3300	Patron Payments			
3301	Fines & Fees			6,000
3302	Public Copier Payments			6,000
3303	Non-Resident Card Fees			2,000
3304	Sale items			500
3400	Donations			5,000
3500	Developer Contributions			500
3600	RBP/ILL Reimbursements			500
3700	Grants			
3701	Per Capita Grant			58,800
3702	Other Grants/Awards			1,000
3800	Other Income			2,500
	TOTAL REVENUES			3,322,300
GENERAL FUND EXPENDITURES				
5100	SALARIES			
5101	Exempt Staff Salaries			643,000
5102	Non-exempt Staff Salaries			1,320,000
5103	Custodial Salaries			89,000
5104	Benefits-Med/Life/Dental			
5105	Professional Education			15,000
5106	Memberships			4,000
5107	Benefits -- Life insurance			2,000
5108	Benefits -- Health Insurance			230,000
5109	Benefits -- Other			3,000
5110	Trustee Development			3,500
	TOTAL			2,309,500
5200	PLANT MAINTENANCE			
5201	Supplies			15,000
5202	Maintenance/Repair			10,000
5203	Maintenance Contracts			52,400
5204	Landscape Maintenance/Snow Removal			15,000
5205	Furniture/Equipment			7,000
5206	Electric-Com Ed			47,000
5207	Water/Sewer			8,000
5208	Insurance (Property)			11,000
	TOTAL			165,400

					FY 22/23 Appropriation
					Approved 3/16/22
ACCT #	Account Name				
5300	BUSINESS EXPENSE				
5301	Postage				3,000
5302	Office & Equipment Supplies				7,000
5303	Library Printing				2,000
5304	Equipment Leasing				18,000
5305	Mileage Reimbursement				1,500
5306	Legal Notices				600
5308	Business Phone				6,000
5309	Accounting Service				14,500
5310	Material Recovery Fees				1,000
5311	Payroll Service				7,000
5312	Attorney Fees				6,000
5314	Other Consultants				0
5315	Other Expenditures				6,000
5317	Bank & Credit Card Fees				100
5319	Security Service				20,000
5320	Donation Received Expense				5,000
5321	Human Resources Expense				14,000
	TOTAL				111,700
5400	CIRCULATION & MATERIALS PROCESSING, INCLUDING AUTOMATED SERVICES				
5401	Automation Hardware				10,000
5402	ISP and Web Page Hosting				14,000
5403	Computer Software				6,000
5404	Tech Support & Repair				20,000
5405	Technical Services Supplies				4,000
5406	Circulation Supplies				4,000
5408	Tech Serv Online Resources				15,000
5409	RBP/ILL Expenses				500
5410	SWAN Consortium				47,000
5411	Village IT Services				102,000
	TOTAL				222,500
5500	SERVICES				
5501	Youth Services Programs				32,000
5503	Adult/Teen Programs				25,000
5505	Library Newsletter				38,400
5509	Library Publicity and Promotion				20,000
	TOTAL				115,400
5600	COLLECTION DEVELOPMENT				
5601	Youth Services Books				55,000
5606	Youth Services Media				20,000
5630	Adult Services Books				72,000
5634	Online Resources				30,000
5635	Magazines & Newspapers				12,000
5637	Adult Services Media				40,000

				FY 22/23
				Appropriation
				Approved 3/16/22
ACCT #	Account Name			
5651	Digital Media			110,000
5652	Grant/Award Expense (Databases)			58,800
	TOTAL			397,800
GENERAL FUND EXPENDITURES				
5100	SALARIES			2,309,500
5200	PLANT MAINTENANCE			165,400
5300	BUSINESS EXPENSE			111,700
5400	CIRCULATION & MATERIAL PROC...			222,500
5500	SERVICES			115,400
5600	COLLECTION DEVELOPMENT			397,800
	TOTAL EXPENDITURES			3,322,300
GENERAL FUND REVENUES				
	LIBRARY TAX			3,205,000
	OPERATING REVENUE			117,300
	TOTAL REVENUES			3,322,300
OTHER FINANCING SOURCES/FUNDS				
Class 80	BUILDING RENOVATION LOAN FUND			
80-3001	Special Debt Service Tax Levy			234,461
80-3002	Interest income			
80-8000	Loan payment expense			234,461
	Net Difference			0
	Fund Balance April 30			0
WORKING CASH FUND				
20-3001	Working Cash Levy			0
20-3202	Interest on investments			100
	TOTAL			100
20-6920	Transfer to General Fund			-100
	Fund Balance April 30			48,361
Class 50	LIABILITY INSURANCE FUND			
50-3001	Liability Insurance Levy			25,000
50-3202	Interest on Investments			0
50-3300	LIMRIC UCGA Dividend			0
	TOTAL			25,000

				FY 22/23
				Appropriation
				Approved 3/16/22
ACCT #	Account Name			
50-7101	Liability Insurance			20,000
50-7102	Risk Management expense			3,000
50-7103	Unemployment Comp. Insurance			5,000
	TOTAL			28,000
	Net Difference			-3,000
	Fund Balance, May 1		(FY21 audit)	11,040
	Reserve Balance April 30			8,040
	Reserve in Months			3.45
Class 30	FICA FUND			
30-3001	FICA Tax Levy			125,000
30-3202	Interest on Investments			0
30-5104	FICA Benefit			160,000
	Net Difference			-35,000
	Fund Balance, May 1		(FY21 audit)	106,402
	Reserve Balance April 30			71,402
	Reserve in Months			5.36
Class 40	IMRF FUND			
40-3001	IMRF Tax Levy			205,000
40-3202	Interest on Investments - IMRF			
40-5104	IMRF Benefit			230,000
	Net Difference			-25,000
	Fund Balance, May 1		(FY21 audit)	84,848
	Reserve Balance April 30			59,848
	Reserve in Months			3.12
Class 60	AUDIT FUND			
60-3001	Audit Levy			10,000
60-3202	Interest on Investments			
60-7201	Audit Expense			13,000
	Net Difference			-3,000

				FY 22/23
				Appropriation
				Approved 3/16/22
ACCT #	Account Name			
	Fund Balance, May 1		(FY21 audit)	7,841
	Reserve Balance April 30			4,841
	Reserve in Months			4.47
Class 70	CAPITAL MAINTENANCE & REPAIR FUND			
	CAPITAL MAINTENANCE & REPAIR REVENUE			
70-3001	Interest on Investments			
70-3202	Grant Funds			
70-3203	Building Renovation Loan			
70-3702	TOTAL			
	CAPITAL MAINTENANCE & REPAIR EXPENDITURES			
70-7301	MAJOR REPAIRS			
70-7301				
70-7400	OTHER CAPITAL EXPENDITURES			
7401	Furniture			10,000
7402	Parking Lot Repair/Maintenance			12,000
7403	Building Repair			50,000
7404	Landscape			50,000
7405	Memorials			1,000
7406	OTHER EXPENDITURES			50,000
	Subtotal			173,000
70-7500	Special Projects			
7503	Front Entrance Outdoor Renovation			250,000
7504	Capital Replacement Study			15,000
7505	Recover Partition Wall			
7506	Office & Staff Room Door Wraps			10,000
7507	Automation Equipment			30,000
7509	Security Upgrades			4,000
	Total			482,000
	FUND BALANCE, MAY 1		(Feb. 2022)	1,520,326
	FUND BALANCE, APRIL 30			1,038,326

Named Insured:

Carol Stream Public Library

Coverage	Utica National; Travelers 2021-2022	Utica National; Travelers 2022-2023
Package	\$15,109	\$15,539
Automobile	\$260	\$260
Umbrella	\$4,114	\$4,698
Workers Comp	\$6,819	\$6,947
Directors & Officers	Included in Package	Included in Package
Crime	\$2,754	\$2,754
TOTAL	\$29,056	\$30,198



Carol Stream Public Library

Summary of Insurance

2022-2023

Type of Coverage	Description of Coverage	Amount of Coverage
General Liability	Bodily Injury & property damage claims	<ul style="list-style-type: none"> • \$1,000,000 Each Occurrence • \$2,000,000 General Aggregate • \$1,000,000 Employee Benefit Liability • \$1,000,000 Cyber Suite • \$50,000 1st party named malware • \$500,000 Forensic IT review • \$500,000 Legal Review • \$5,000 Data Compromise public relations • \$500,000 PCI Industry standards • \$500,000 Loss of Business • \$5,000 Computer attack & Cyber Extortion PR • \$10,000 Cyber extortion • \$1,000,000 Abuse & Molestation
Umbrella Liability	Provides additional coverage to General Liability	<ul style="list-style-type: none"> • \$5,000,000 • Retention: \$10,000
Property Coverage	Loss of property due to fire, theft, etc.	<ul style="list-style-type: none"> • Building - \$7,512,816 • Business Personal Property - \$1,916,659 • Deductible: \$1,000 • EDP-Computers - \$185,418 • Collections - \$2,100,00 • Business income – \$370,515 • Earthquake - \$1,000,000 • Flood - \$100,000 • Water Back up \$250,000 • Fine Arts - \$14,849
Automobile Liability	Liability Insurance protects your business in the event of an injury to an employee traveling in an owned, rented or personal automobile on company business.	<ul style="list-style-type: none"> • \$1,000,000
Directors & Officers	Provides protection for “decisions” made by Directors, Officers, Volunteers, Trustees, Committee Members & The Entity also includes Employment Practices Liability	<ul style="list-style-type: none"> • \$1,000,000 D&O • \$1,000,000 Employment Practices • Retention: \$0
Government Crime	Insurance provides coverage for theft of Funds	<ul style="list-style-type: none"> • \$2,000,000 • Deductible - \$10,000
Workers Compensation	Provides coverage for Employees for Accidents or injuries that happen during working hours	<ul style="list-style-type: none"> • \$500,000/\$500,000/\$500,000 • Public Library Prof Emp & Clerical • 8810 Payrolls \$1,870,900 • Public Library Other Than Clerical • 9101 Payrolls \$74,400



Carol Stream Public Library
Expenses by Vendor Detail
August 2022

4:21 PM

09/09/2022

Accrual Basis

Date	Num	Memo	Account	Amount
08/30/2022	3	Creative Cloud Licenses	5403 · Computer Software	-1,259.64
08/30/2022		Adobe stock - 10 images per month	5509 · Library Publicity and Promotion	-359.88
				-1,619.52
08/29/2022		Inv. #13128532	5319 · Security Service	-1,116.72
				-1,116.72
08/17/2022		Inv. #464684533846	5501 · Youth Services Programs	-93.83
08/17/2022		Inv. #644697678373	5630 · Adult Books	-33.78
08/17/2022		Inv. #589434683694	5630 · Adult Books	-16.64
08/17/2022		Inv. #789794989376	5630 · Adult Books	-19.53
08/17/2022		Inv. #764665959339	5503 · Adult/Teen Programs	-26.97
08/17/2022		Inv. #695348683976	5630 · Adult Books	-90.42
08/17/2022		Inv. #738937396643	5503 · Adult/Teen Programs	-112.23
08/17/2022		Inv. #738937396643	5630 · Adult Books	-75.32
08/17/2022		Inv. #945375663567	5630 · Adult Books	-192.46
08/17/2022		Inv. #465837638386	5501 · Youth Services Programs	-379.23
08/17/2022		Inv. #638576948494	5201 · Supplies	-9.99
08/17/2022		Inv. #638576948494	5509 · Library Publicity and Promotion	-49.47
08/17/2022		Inv. #473837355366	5501 · Youth Services Programs	-72.06
08/17/2022		Inv. #645935695369	5401 · Automation Hardware	-78.00
08/17/2022		Inv. #454773739474	5501 · Youth Services Programs	-23.96
08/17/2022		Inv. #796568384787	5630 · Adult Books	-18.19
08/17/2022		Inv. #796568384787	5503 · Adult/Teen Programs	-111.92
08/17/2022		Inv. #967374548673	5503 · Adult/Teen Programs	-16.88
08/17/2022		Inv. #677336543785	5501 · Youth Services Programs	-189.58
08/17/2022		Inv. #68358857885	5503 · Adult/Teen Programs	-26.99
08/17/2022		Inv. #674576966976	5637 · Adult Media	-13.50
08/17/2022		Inv. #674576966976	5630 · Adult Books	-431.16
08/17/2022		Inv. #674576966976	5302 · Office & Equipment Supplies	-20.92

Adobe Creative Cloud

Total Adobe Creative Cloud

Allied Universal Security Services

Total Allied Universal Security Services

AMAZON/SYNCB

Date	Num	Memo	Account	Amount
08/17/2022	Inv. #874743377465		5630 · Adult Books	-62.82
08/17/2022	Inv. #647963569443		5503 · Adult/Teen Programs	-70.35
08/17/2022	Inv. #434665746895		5503 · Adult/Teen Programs	-23.29
08/17/2022	Inv. #733387485574		5501 · Youth Services Programs	-48.16
08/17/2022	Inv. #457438989568		5501 · Youth Services Programs	-124.60
08/17/2022	Inv. #578593599784		5501 · Youth Services Programs	-79.90
08/17/2022	Inv. #578593599784		5601 · Youth Services Books	-8.34
08/17/2022	Inv. #798556459863		5501 · Youth Services Programs	-42.29
08/17/2022	Inv. #963487556985		5501 · Youth Services Programs	-31.48
08/17/2022	Inv. #764973746874		5503 · Adult/Teen Programs	-357.56
08/17/2022	Inv. #454688669899		5501 · Youth Services Programs	-96.32
08/17/2022	Inv. #643335697773		5503 · Adult/Teen Programs	-51.96
08/17/2022	Inv. #978574394965		5503 · Adult/Teen Programs	-195.36
08/17/2022	Inv. #589396497767		5503 · Adult/Teen Programs	-25.16
08/17/2022	Inv. #473857536339		5630 · Adult Books	-26.99
08/17/2022	Inv. #753344669853		5503 · Adult/Teen Programs	-13.99
08/17/2022	Inv. #596377833697		5501 · Youth Services Programs	-89.99
08/17/2022	Inv. #778594474659		5503 · Adult/Teen Programs	-28.97
08/17/2022	Inv. #745364868499		5501 · Youth Services Programs	26.29
08/30/2022	Bubbles and Squeeze Balls		5509 · Library Publicity and Promotion	-84.03
08/30/2022	Crayola Washable Blue Paint for CSPL Kit using 5501		5501 · Youth Services Programs	-27.31
08/30/2022	10 - You Matter books for SRP Prizes (used per:5501		5501 · Youth Services Programs	-117.90
				<u>-3,684.51</u>
08/30/2022	Renewal - O. Kushad		5106 · Membership	-150.00
08/08/2022	Inv. #10851		5309 · Accounting Service	-150.00
				<u>-1,150.00</u>
08/15/2022	Several invoices		5501 · Youth Services Programs	-37.92
08/15/2022	Several invoices		5601 · Youth Services Books	-3,113.23
08/15/2022	Several invoices		5606 · Youth Services Media	-144.21
08/15/2022	Several invoices		5630 · Adult Books	-3,475.63

Total AMAZON/SYNCEB

American Library Association

Total American Library Association

ATA Group, LLP (Assoc McClure InSerra CPA

Total ATA Group, LLP (Assoc McClure InSerra CPA

Baker & Taylor

	Date	Num	Memo	Account	Amount
Total Baker & Taylor					-6,770.99
Blackstone Library					
Total Blackstone Library					
Center Point for Large Print Books					
Total Center Point for Large Print Books					
Chess.com					
Total Chess.com					
Classic Sewing					
Total Classic Sewing					
Comcast (Biz phone)					
Total Comcast (Biz phone)					
Comcast (Fiber & Internet)					
Total Comcast (Fiber & Internet)					
Complete Cleaning Co., Inc.					
Total Complete Cleaning Co., Inc.					
Demco					
Total Demco					
Displays2Go					
Total Displays2Go					
Findaway World, LLC					
Total Findaway World, LLC					

	Date	Num	Memo	Account	Amount
Total Findaway World, LLC	08/08/2022	Inv. #399009		5606 · Youth Services Media	-75.00
Fun Express, LLC					-3,009.44
Total Fun Express, LLC	08/30/2022	Inv. #717925329-01		5501 · Youth Services Programs	-370.90
Gale/Cengage Learning Inc.	08/30/2022	73 Stickers and Binge Box Prizes		5501 · Youth Services Programs	-647.27
					-1,018.17
Total Gale/Cengage Learning Inc.	08/08/2022	Inv. #78154792		5630 · Adult Books	-54.73
Garvey's Office Products	08/08/2022	Inv. #78180746		5630 · Adult Books	-28.49
					-83.22
Total Gale/Cengage Learning Inc.	08/09/2022	Inv. #PINV2290914		5302 · Office & Equipment Supplies	-116.70
Garvey's Office Products	08/09/2022	Inv. #PINV2299326		5501 · Youth Services Programs	-131.20
	08/09/2022	Inv. #PINV2298074		5201 · Supplies	-52.42
	08/09/2022	Inv. #PINV2298074		5302 · Office & Equipment Supplies	-133.44
	08/09/2022	Inv. #PINV2298074		5501 · Youth Services Programs	-42.89
Total Garvey's Office Products					-476.65
GoDaddy.com	08/30/2022	Webpage hosting renewal		5402 · ISP and Web page hosting	-659.64
Total GoDaddy.com					-659.64
GreatAmerica Financial Services	08/31/2022	Inv. #32285297		5304 · Equipment Leasing	-1,197.69
Total GreatAmerica Financial Services					-1,197.69
Hemenway, Eric	08/08/2022	AS Pgm - Native Warriors in War of 1812 - 8/22		5503 · Adult/Teen Programs	-250.00
Total Hemenway, Eric					-250.00
HR Source	08/08/2022	Inv. #16455		5321 · Human Resources	-450.00
	08/08/2022	Inv. #16393		5321 · Human Resources	-1,000.00
	08/30/2022	Legal issues for Supervisors Wksp. - S. Westga		5105 · Professional Education	-450.00
Total HR Source					-1,900.00
India For Everyone	08/08/2022	Inv. #2A-2689		5630 · Adult Books	-832.43
Total India For Everyone					-832.43

	Date	Num	Memo	Account	Amount
Jewel / Osco					
	08/30/2022		Staff Treats - M. Pellico farewell	5315 · Other Expenditures	-21.13
	08/30/2022		CSPL Kit Supplies	5501 · Youth Services Programs	-39.01
	08/30/2022		Smores supplies for SRP Prize Basket	5501 · Youth Services Programs	-22.51
					<u>-82.65</u>
Total Jewel / Osco					
Job Target					
	08/30/2022		Inv. #26071346	5321 · Human Resources	-204.00
					<u>-204.00</u>
Total Job Target					
Kids' Table, LLC					
	08/08/2022		Inv. #CSPL071223	5501 · Youth Services Programs	-225.00
					<u>-225.00</u>
Total Kids' Table, LLC					
MailChimp					
	08/30/2022		Mthly. Standard Plan - 10,000	5509 · Library Publicity and Promotion	-115.00
					<u>-115.00</u>
Total MailChimp					
Midwest Tape LLC					
	08/15/2022		Several invoices	5606 · Youth Services Media	-58.23
	08/15/2022		Several invoices	5637 · Adult Media	-601.41
	08/15/2022		Several invoices	5651 · Digital Media	-5,483.03
					<u>-6,142.67</u>
Total Midwest Tape LLC					
Mobile Beacon					
	08/30/2022		5 Service Plans renewed	5402 · ISP and Web page hosting	-600.00
	08/30/2022		21 Service Plans	5402 · ISP and Web page hosting	-2,520.00
					<u>-3,120.00</u>
Total Mobile Beacon					
New York Times					
	08/08/2022		Service Pd. - 7/16/22 - 7/14/23	5635 · Magazines & Newspapers	-1,326.10
					<u>-1,326.10</u>
Total New York Times					
Nub Games, Inc.					
	08/08/2022		Inv. #10754	5652 · Grant/Award Expense	-415.00
					<u>-415.00</u>
Total Nub Games, Inc.					
Paylocity					
	08/08/2022		Inv. #110649365	5311 · Payroll Service	-369.83
	08/08/2022		Inv. #110649365	5321 · Human Resources	-347.04
	08/08/2022		Inv. #110721737	5311 · Payroll Service	-202.60
	08/30/2022		Paylocity (virtual) Elevate Conf and Bootcamp (\$ 5105 · Professional Education		-149.00

	Date	Num	Memo	Account	Amount
Total Paylocity	08/30/2022		Credit card processing fee	5317 · Bank & Credit Card Fees	-4.47
					-1,072.94
Precision Control Systems of Chicago, Inc					
Total Precision Control Systems of Chicago, Inc	08/08/2022		Inv. #44688	5203 · Maintenance Contracts	-1,319.00
Proquest LLC					
Total Proquest LLC	08/08/2022		Inv. #70741521	5652 · Grant/Award Expense	-887.90
					-887.90
Pryor Learning Systems					
Total Pryor Learning Systems	08/30/2022		Annual Sub - 9/26/2023	5105 · Professional Education	-199.00
					-199.00
R&M Printing and Promotions Inc.					
Total R&M Printing and Promotions Inc.	08/10/2022		1/4 pg Glenbard North Program for 3 seasons (2	5509 · Library Publicity and Promotion	0.00
					0.00
Rosati's Pizza					
Total Rosati's Pizza	08/30/2022		New Hire lunch - Mikayla Frigo	5321 · Human Resources	-76.99
					-76.99
Sauers Bakery					
Total Sauers Bakery	08/30/2022		Cupcakes - M. Pellico farewell	5315 · Other Expenditures	-23.14
					-23.14
Scholastic, Inc.					
Total Scholastic, Inc.	08/12/2022		Inv. #40600832	5501 · Youth Services Programs	-162.28
					-162.28
Sebert Landscaping, Inc.					
Total Sebert Landscaping, Inc.	08/08/2022		Inv. #243749	5204 · Landscape Maintenance/Snow Remo	-742.56
					-742.56
Society for Human Resource Management					
Total Society for Human Resource Management	08/30/2022		HR Admin posting	5321 · Human Resources	-100.00
					-100.00
Staples					
Total Staples	08/09/2022		Inv. #3514784310	5201 · Supplies	-197.80
	08/09/2022		Inv. #3514784310	5315 · Other Expenditures	-29.18
					-226.98
Survey Monkey					

	Date	Num	Memo	Account	Amount
Total Survey Monkey	08/30/2022		Adv. Plan - 8/1/22 - 8/10/23	5509 · Library Publicity and Promotion	-384.00
Swan (System Wide Automated Network)					-384.00
Total Swan (System Wide Automated Network)	08/08/2022		Inv. #9701	5409 · RBP/ILL Expenses	-429.20
Team One Repair, Inc.					-429.20
Total Team One Repair, Inc.	08/17/2022	11512	Inv. #1314977	5406 · Circulation Supplies	-676.00
Town Square Publications, LLC					-676.00
Total Town Square Publications, LLC	08/08/2022		Inv. #223908	5509 · Library Publicity and Promotion	-835.00
Tutor.com, Inc.					-835.00
Total Tutor.com, Inc.	08/08/2022		Inv. #INV-000015497	5652 · Grant/Award Expense	-3,975.00
Unique Management Services, Inc.					-3,975.00
Total Unique Management Services, Inc.	08/08/2022		Inv. #6103669	5310 · Material Recovery Fees	-128.05
Very Smart People					-128.05
Total Very Smart People	08/08/2022		AS Pgm. - iPhone Basics Class - 9/13/2022	5503 · Adult/Teen Programs	-200.00
Vet Bros Pet Education Charitable Fund					-200.00
Total Vet Bros Pet Education Charitable Fund	08/08/2022		Charity Dog Show Sponsorship - 9/18/2022	5509 · Library Publicity and Promotion	-500.00
Village of Carol Stream					-500.00
Total Village of Carol Stream	08/09/2022		Inv. #6806	5411 · Village IT Services	-8,176.13
Village of Carol Stream - Benefits					-8,176.13
Total Village of Carol Stream - Benefits	08/31/2022		Inv. #6800	5107 · Life Insurance	-135.37
	08/31/2022		Inv. #6800	5108 · Health Insurance	-17,742.86
	08/31/2022		Inv. #6800	5109 · Benefits, other	-112.61
Total Village of Carol Stream - Benefits					-17,990.84
Village of Carol Stream - IMRF					-17,990.84
Total Village of Carol Stream - IMRF	08/24/2022		From: 8/1 - 8/26/2022	6620 · Illinois Municipal Retirement F	-16,781.67
					-16,781.67

Village of Carol Stream - Water Dept.
 Total Village of Carol Stream - Water Dept.
 Zoro.com

Date	Num	Memo	Account	Amount
08/08/2022	Bill #01901651		5207 · Water/Sewer	-1,101.20
				-1,101.20
08/30/2022		Refrigerated Air Dryer for HVAC system	5202 · Maintenance/Repair	-710.25
				-710.25
				-97,707.13

Total Zoro.com
TOTAL

Total Disbursements for August 1, 2022 through August 31, 2022

Approved by the Library Board of Trustees September 2 1, 2022

President _____ Date _____

Secretary _____ Date _____

**Carol Stream Public Library
Account QuickReport
August 2022**

Type	Date	Num	Name	Memo	Split	Amount
5300 · Business Exp.						
5305 · Mileage Reimbursement						
General Journal	08/31/2022	ATA0804		Allocate August, ...	-SPLIT-	39.12
Total 5305 · Mileage Reimbursement						39.12
5315 · Other Expenditures						
General Journal	08/31/2022	ATA0804		Allocate August, ...	5305 · Mileage Rei...	10.38
Total 5315 · Other Expenditures						10.38
Total 5300 · Business Exp.						49.50
5500 · Services						
5501 · Youth Services Programs						
General Journal	08/31/2022	ATA0804		Allocate August, ...	5305 · Mileage Rei...	151.47
Total 5501 · Youth Services Programs						151.47
Total 5500 · Services						151.47
TOTAL						200.97

Deduction Listing

Carol Stream Public Library (9366)

Check Dates: 08/12/2022 to 08/26/2022

Page 1 of 1

Processes: 2022081201 - 2022082601

Pay Periods: 07/24/2022 to 08/20/2022

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Albers, Adriana	273		12	-3.88
Garcia, Crystal	1191		11	-15.94
Iqbal, Aneesa	1205		12	-3.98
Westgate, Susan	1139		01	-27.56
Wilson, Leigh Anne	1188		12	-149.61
Totals for REIMB -- REIMBURSEMENT			5 Employees	-200.97

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	5	-200.97
Totals			5	-200.97



Paylocity Corporation
(888) 873-8205

User: lhays

Run on 8/22/2022 at 2:58 PM

LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY
September 21, 2022

Tax Levy Prepared

The 2022 Request for Tax Levy needs to be approved and submitted to the Village for their approval. The 2022 Levy amount has an increase of \$60,000 over last year. \$30,000 of the increase over last year's Levy is for the IMRF Fund and an additional \$5000 to the Liability Fund to ensure that we maintain a minimum reserve of four months as outlined in the Library's Financial Policy. At the end of the FY we would have an estimated reserve of 3.12 months in the IMRF Fund and 3.45 months of reserve in the Liability Fund. A \$25,000 increase to the General Fund is needed in response to added operational costs. *If we experience excess revenues at the end of the current FY, I will recommend transfer of funds to the IMRF and Liability Funds as well as any of the other Special Funds that may be below the recommended four months of reserves.* A copy of the levy is included in your Board packets which also includes an Exhibit A showing the FY23 budget. Included below is a list of the tax levies from the past ten years and the difference/change from year to year for comparison.

History of the past ten years WORKING AND APPROPRIATION BUDGETS/REQUEST FOR TAX LEVY:

FY2013	\$3,431,500	no increase/decrease
FY2014	\$3,431,500	no increase/decrease
FY2015	\$3,440,000	+\$8,500
FY2016	\$3,440,000	no increase/decrease
FY2017	\$3,440,000	no increase/decrease
FY2018	\$3,440,000	no increase/decrease
2018 Levy	\$3,674,461	+234,461 (Building Renovation Loan)
2019 Levy	\$3,674,461	no increase/decrease
2020 Levy	\$3,674,461	no increase/decrease
2021 Levy	\$3,744,461	+\$70,000
2022 Levy	\$3,804,461	+\$60,000

Insurance Renewal

The Library's current insurance policies are up for renewal in October. A brief summary of the coverage is included in the Board packet. Our total insurance costs increased by \$1,142 from last year, an increase of 3.9%. This is a result of insurance companies having to pay out large sums from weather related events and wild fires. Approval for the insurance renewal is included as an action item for the Board to approve as required by our policy for expenditures exceeding \$10,000.

Facility Update

The annual maintenance of the parking lot for crack filling, sealing and re-striping was completed over the Labor Day weekend. Roto-Rooter came this month and rodded all of the building's lines. We have this done annually to prevent buildup and back-up of the Library's drainage systems. The Library also had the annual roof inspection completed this month with minor repairs to small areas of the roof to ensure we are water tight for the upcoming year. A new company has been hired to eliminate the carpenter ant problems that we have been

experiencing in the Discovery Room storage closet and monitor the Library's outdoor rodent traps.

Human Resources

A Human Resources Administrator has been hired and will begin their employment on Monday, September 19. Laura Hays and myself will be providing their orientation and training. In the interim, Adult Services Manager Athens Moreno has posted and interviewed several candidates for two part-time Adult Services Librarian positions. An internal candidate was promoted to a fulltime Adult Services Librarian position. I have been working with the Circulation Manager to fill several vacant Circulation Clerk positions. We have received a good response to the posting and have interviewed several candidates and hope to have all of the positions filled soon. To facilitate the recruitment process for these positions, Laura and I have been performing the duties that usually would be performed by the Human Resources staff member.

Social Services Partnership

The Library is working in partnership with the Village of Carol Stream's Social Services Department to provide afterschool services to the teens. A pilot program will kick off in September and October. It will be based upon the Library's successful Teen Recharge after school program, with the added element of engaging with the students in skill building, healthy relationship talk and more. Social Services has applied for a grant through the Bloomingdale Mental Health Board to fund the staffing for this community program.

Reminder: ILA Annual Conference

The 2022 ILA Conference: "At the Heart of It" will take place October 18-22 at the Stephens Convention Center in Rosemont. The Illinois Library Association is working closely with the Stephens Convention Center to follow state and local safety measures and provide the safest environment for conference participants. Participants at the Annual Conference – attendees, speakers, exhibitors, and staff – will be required to wear masks. Proof of full vaccination or a negative COVID-19 PCR or Rapid test result within 72 hours of the first day of the event will be required. Please note: At home test results will not be accepted. Only negative test results from a doctor, pharmacy, or testing site will be accepted. Participants will also be required to submit an acknowledgement of personal responsibility after registration. Due to the changing nature of the pandemic, attendance requirements may change prior to the event.

The Early Bird registration deadline is September 26. Please let me know if you are interested in attending and I can get you registered. Information about the Conference can be found here:

<https://www.ila.org/events/annual-conference>






September Employee Anniversaries

Sarah Kovac-9/03/08-Adult & Teen Services



Antonio Fonseca-9/09/14-Maintenance

Nathaniel Wagner-9/21/15-Adult & Teen Services


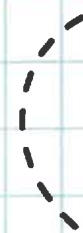


Susan Westgate, Library Director





TEEN RECHARGE




In collaboration with the Carol Stream Public Library, the Social Services Unit of the Carol Stream Police Department is bringing back Teen Recharge. This will serve as a safe space for adolescents to study, socialize and learn new skills. The Social Service Unit will engage students in skill building, healthy relationship talk and more.



**HELD ON THE FOLLOWING
THURSDAYS:
9/22, 9/29, 10/06, 10/13
OPEN TO GRADES 6-12**



LIBRARY | 3-5PM



**FOR MORE INFORMATION PLEASE
CONTACT THE SOCIAL SERVICES UNIT**



CALL : 630-871-6280

Carol Stream Public Library - Monthly Librarian's Report FY 2022-2023

		August		
		FY 21-22	FY 22-23	Current YTD
Circulation Activity				
Physical material use by audience				
	Total Adult	14,690	15,946	59,529
	Total Teen	935	992	3,595
	Total Youth	16,807	18,186	73,569
Physical material use by format				
	Books	23,236	25,207	99,669
	Videos	6,108	6,459	23,796
	Audiobooks and Music CDs	1,648	1,796	6,702
	Periodicals and Magazines	307	288	1,093
	Other	1,133	1,374	5,433
	Total Physical Item Circulation	32,432	35,124	136,693
Interlibrary loans and Reciprocal borrowers (included above)				
	ILL - Borrowed from SWAN	2,830	3,097	11,318
	ILL - Borrowed from Non-SWAN	31	43	147
	ILL - Loaned to SWAN	700	639	2,554
	ILL - Loaned to Non-SWAN	82	97	309
	RBP Loans - SWAN (incl. above)	247	663	1,855
	RBP Loans (non-SWAN) - (incl. above)	560	611	2,414
Digital media use				
	Bingepasses (hoopla)	NA	8	29
	E-books	3,135	3,108	13,025
	E-Audio	2,385	2,592	9,732
	E-Video	483	414	1,561
	Museum Adventure Pass / Explore More Illinois	28 / 0	26 / 7	106 / 9
	Total use of Electronic Materials	6,031	6,155	24,462
Total Circulation (physical materials and digital media)				
		38,463	42,117	178,142
	Digital magazine retrievals	1,043	866	3,099
Total Electronic Retrievals (e-mags and databases)				
		6,793	5,183	22,170
Other circulation activities				
	Items checked out in the Library	15,183	16,945	67,606
	Self Check - # of Items Checked out	5,451	10,494	41,890
	Self Check - % of items checked out in the Library	35.90%	61.92%	61.96%
Programs - # of Programs/Attendance**				
	Adult - Number/Attendance	29 / 436	14 / 689	119 / 2,130
	Teen Number/Attendance	7 / 102	6 / 141	23 / 194
	Youth - Number/Attendance	99 / 1,788	99 / 2,211	421 / 6,775
	General Interest - Number/Attendance		1 / 23	1 / 23
Total - Number/Attendance		135 / 2,326	119 / 3,064	563 / 9,099
Library Events - Number / Attendance		0 / 0	0 / 0	2 / 283
Outreach - Number / Attendance		1 / 29	4 / 106	10 / 689
Facility Usage				
	Library Visits (Door Count)	9,214	13,159	48,273
	Curbside Pickup Transactions	249	111	449
	Meeting Rooms - # of Public Bookings*	NA	NA	NA
	Study Rooms - # of Users*	154	227	992

Electronic Usage			
# of Internet Sessions/Total Time	551 / 316	854 / 599	3,511 / 2,250
#iMac Sessions/Total Time	3 / 1	17 / 11	54 / 37
# of Library Website Visits	13,906	13,502	56,196
# Mobile App Views	3,598	4,229	16,212
# of Wireless Users	1,271	1,892	7,070
Aspen catalog sessions / unique searches	NA	45,890 / 10,950	171,852 / 40,336

Reference Transactions			
Adult	1,287	1,323	5,198
Youth	835	936	4,123
Circulation	295	286	1,422
Chat	138	40	215
Total Reference Transactions	2,555	2,585	10,958

Total One-on-One Tutorials			
Adult**	5	31	136
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,391	18,285	
# of Non-Resident Cards***	13	37	
Total Registered Users	18,404	18,322	

Resources Owned/Licensed			
Books	62,241	64,905	
Newspapers (Print only)	24	121	
Periodicals (Print only)	129	24	
Total Print Materials	62,394	65,050	
Current Subscriptions (Print Only)	153	145	
Current E-Subscriptions	3,648	4,302	
E-Books: Downloadable	64,096	72,728	
Audio Recordings	6,632	6,974	
Audio Recordings (Downloadable)	24,071	29,418	
Videos	11,273	11,390	
Other: Video Games, Puzzles, Devices	695	743	
Databases	67	72	
Total Resources Owned/Licensed	172,876	190,677	

Professional Development Hours	96	40.50	130.75
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*The meeting rooms are not available for public reservations.

* Seating resumed in Library 5/17/21.

*Resumed Sunday hours 6/6/21.

*Study rooms & express computer stations available effective 6/14/21.

**Program statistics updated for FY22 per changes in IPLAR reporting:

Homebound deliveries now counted as One-on-One Tutorials;

program recordings are only counted during the first two months;

Family and multi-age group programs are now reported as General Interest.

***Non-residents cards were counted as families in FY2021, now individuals are counted.

Assistant Director's Report August 2022

Administration and Business Office

- Payroll processing week of 8/8 and 8/22
- Onboarding and updating staff Paylocity records and proxy cards as needed
- Coordination of monthly financial and Librarian statistic reports
- Checkin meetings held in July with Business Office and Technical Service staff; documentation added to Paylocity

Human Resources

- Mary Pellico's last day was August 12.
- HR Administrator position posted. Susan Westgate and Laura Hays conducted interviews. Lena Saltiel to start September 19.
- Filing - Joyce assisted with updating and storing HR files and setting up new hire folders.

Monthly Librarian's Report updates

- Due to changes in the Illinois Public Library Annual Report, program statistics updated.
 - Homebound deliveries are no longer counted as Outreach programs but as One-on-One Tutorials per IPLAR instructions.
 - Summer reading programs were previously counted as regular (synchronous) programs but better fit the definition of asynchronous/self-directed programs.
 - For video recordings of programs, we will only count the program sessions and views for the first two months that the recording is posted so there may be a decline in the number of self-directed programs from the previous year when we counted views past the first two months.
 - Youth/family programs are now divided into three separate groups for IPLAR: Children (0-5), Children (6-11) and General Interest (multi-generational). We will report the program statistics monthly as Youth (combined) and General Interest.

Tech Services

- Items ordered - 550 and Items put into Circulation - 616
- Items catalogued - imported bib records & original cataloging - 101
- Item record edits/database clean-up - 476
- Bib record merge requests submitted to SWAN support - 8
- Repair items (includes disc cleaning) - 78
- Serial record edits - 18 and Claimed Issues - 6
- Pending orders in Workflows, not received items as of August 31, 2022 (Youth, 159; Adult, 433)
- Spotlight Displays - Processed items back to original Home Location: Youth Sports and Have You Seen These, and new School Stories, Back in Time, Bollywood, and Documentaries displays
- Missing off new report - Graphic novel format added to youth print report.

- Magazines – older back issues withdrawn, When *Clean Eating* publication discontinued, so Barb requested a refund.
- Baker & Taylor servers were down for several weeks due to a ransomware attack. This outage affected Baker & Taylor ordering as well as submitting titles for Sustainable Shelves.
- Database clean up during downtime: 245 Tag for DVD/ANIMATED, DVD/TV, J GN, Adult GN, 977 PRECAT, and 946

Tech Services - Conversion Projects

- Total items processed– 85
- Peek-a-Book Project is 75% done. - Barb
- Converted DVD TV to DVD ANIMATED genre (60 items) requested by Nate

Meeting Attendance

- Weekly Director and bi-weekly Management Team meetings – Laura
- 8/10/22 - HR transition – Laura with Susan Westgate and Mary Pellico
- 8/11/22 - VOCS HR staff re: health benefits administration training – Laura
- 8/18/22 - TBS Scanner and ePRINTit installation preliminary meeting – Laura
- 8/23/22 - CHQ DEI tool discussion with CHQ rep – CollectionHQ Team
- 8/30/22 - SWAN chat – Laura
- 8/30/22 - Program statistics disc with Amy Teske - Laura

Information technology

- Overdrive eMediaLibrary Consortium
 - Advantage Plus plan setup to share our digital collection with consortial patrons once demand by CS patrons has been met.
 - Consortium group purchase for Zinio digital magazines started. We received prorated content credit since we renewed our separate subscription in February.
- MobileBeacon hotspots – opportunity to update remaining older devices to T-Mobile 4G devices for free.
- Quickbooks updated on workstations
- Library Market room setup report training conducted with Maintenance Staff
- TBS order placed to update remote printing platform and ScanEZ station

Laura Hays

Assistant Library Director

Adult Services Department Monthly Report

August 2022

Department News:

- Openings for two PT librarians as Heidi Kruger will be moving on end of Sept, and Karina Camarillo who was with us just a few months, had to resign because of other job commitments as the school year started.
- Our ESL classes in partnership with College of DuPage was a smashing success. Numbers for the testing dates and classes far exceeded expectations from the College administrators, resulting in the college creating an additional class utilizing our conference room. Twice a week we'll be helping 40 students learn English through the two classes.
- What a summer for our Teen and Adult Summer reading club, both breaking records as far as the largest numbers of sign ups. 415 for adult and 115 for teen.
- Worked with Marketing to develop and integrate new digital signage as well as produce content for the print newsletter.
- Developed a Small Business flyer listing resources for those signing up for a business library card.
- August produced success with our main lobby displays including a banned book display table
- Reorganized the DVD section to now have a full isle of NEW material front facing for patrons, and creating another display section for diverse DVD curated topics.
- Met with the Carol Stream's Social Service group to reintroduced a trial series of Teen Recharge, a weekly offering for teens to hang out and spent time playing games and activities.
- Held out first drop in Teen Craft program that will be part of a series, 1x a month.

Outreach Activities:

- Homebound delivery – 40 registered, delivered to 30 patrons, Items delivered 191
- Omar networked with local businesses and the chamber about our upcoming ESL classes
- Social Media promotion continued including weekly posts on Facebook & Instagram from those on the Social Media team
- Sarah continued working on the library's *Examiner* newspaper report, weekly highlighting events and news for the local paper.
- Held two Teen Volunteer Club Meetings
- Continued partnership programming with DuPage Garden Club, hosting a monthly program
- Partnered with Ravinia, to offer patrons tickets, and 18 pairs of tickets were given away.
- Worked with the Carol Stream Social Agency
- Working with the DuPage Worknet office to partner on a program
- Developing the framework for a Jan-May offering of our ESL classes with College of DuPage
- Working with People's Resource on hosting Citizenship classes here at the library.

EDI Activities (EDI Committee & Dept):

Athens Moreno Adult Services Manager

- Melanie and Athens applied for a cohort training webinar series on DEI and library initiatives. Melanie was accepted into the program.
- Introduced a NEW DVD section that will be used to highlight diverse collections each month
- Continued partnership with the DuPage Literacy group offering study room space and resources for Carol Stream residents utilize their tutoring services
- Omar took a webinar class series on bettering our website's usability and what to work on for the new website when that time comes.

Programs & Displays:

- Binge Box packages for both adults and teens
- Summer reading club for Teen & Adult completion
- Developed a Walking reading club program for teens and adults coming Sept, with a Lord of Rings theme
- Online Quiz for patrons to get recommended book suggestions and promote Nature to coincide with Summer Reading theme
- Held an online DuPage County history quiz
- Online quiz titled "I Survived" featuring world disaster events
- Developing a back to school study kit for September
- Ravinia lawn passes for patrons during August
- Teen Dungeon & Dragons
- Drop in Craft program for teens (creative binders and notebook art) *see image
- Take N Make featuring creative Mini Succulents
- Settle into Sleep Yoga Program series ended in August
- In person sewing program, featuring a class on how to make zippers
- Teen Volunteer Group Meeting
- Ghost Towns of DuPage program with DuPage County historical society
- Around the world book club featuring "*My Brilliant Friend*"

Meetings:

- Bi Weekly Management Meetings
- Industrial & Chamber Networking Meetings
- West Suburban Programming Meeting
- CHQ Meeting
- Social Services Brainstorming Meeting

Resources and Collection News:

- New organized sections of DVDs
- Created new digital signage slides to promote new and existing resources/databases
- New section created for handouts promoting library services/resources

Athens Moreno Adult Services Manager

Continued Education & Training:

- ALA usability website training

Pictures:

New display for Superheroes



Teen Drop in Craft Program

Athens Moreno Adult Services Manager



Display for Banned Books

Athens Moreno Adult Services Manager



College of DuPage ESL classes. 2 class groups are now being held 2x a week August-Dec



Winners of the adult, teen and family reading prize raffles

Youth Services Report August 2022

Camp Hiawatha Youth Services Summer Reading Wrap Up

- Youth Services Summer Reading program had 1,057 participants 12 and under report reading at least 200 minutes. Of those, 740 (70.5%) read 600 minutes and earned a book to take home and keep.
- In all, the 1,057 participants reported reading 739,000 minutes which equals 12,316.6 hours or 513 days or 73.31 weeks or 1.4 years of great non-stop reading.
- Comparing this year's statistics with 2021, we had 188 more participants and 179 more finishers than last year. Comparing with 2019 when we were under construction, but pretty close to normal, we are only 67 behind that year's total of 1,124. In other words, we are "back to normal."
- Six Prize Baskets were awarded after Summer Reading finished. We distributed 2 Beach Prize Baskets, 2 Game Baskets and 2 Ice Cream Prize Baskets. Each participant earned one entry in the drawing for each 200 minutes read. Entries were made electronically through the ReadSquared program that is use to track participation.
- In addition to the Prize Baskets, 15 lucky participants won child movie passes to Classic Cinema at the Charlestowne 18, and 10 lucky participants won general admission tickets to the Brookfield Zoo.

Program Highlights

- Leigh Anne Wilson and Aneesa Iqbal planned and hosted a Library Luau for 2-8-year-olds. 36 were in attendance.
- Samantha Wright and Leigh Anne Wilson hosted 13 for Kindergarten Kids, a program that helps kids entering Kindergarten find out what to expect when they go to school.
- Samantha Wright went to the Outreach Community Center 3 times during August to do activities and provide Summer Reading to children in the summer care program there.
- Clare Meehan hosted the August Family STEM Time with 23 in attendance.
- 400 CSPL Kits were distributed in August including 100 each of the following activities: Primary Colors Paint Mixing, Sand Playdough, Paper Bag Kite Craftivity and Yellow Back to School Bus Picture Frame.



Library Luau

Patron Service and Reference

- 77 Binge Box requests were filled during August.
- Youth Staff had 936 interactions with the public during August.

Meeting Attendance

- 8/16 – CollectionHQ Team – Amy Teske, Adriana Albers
- 8/17 – Board Meeting – Amy Teske
- 8/18 – Management Team Meeting – Amy Teske

Respectfully Submitted,
Amy Teske, Youth Services Manager

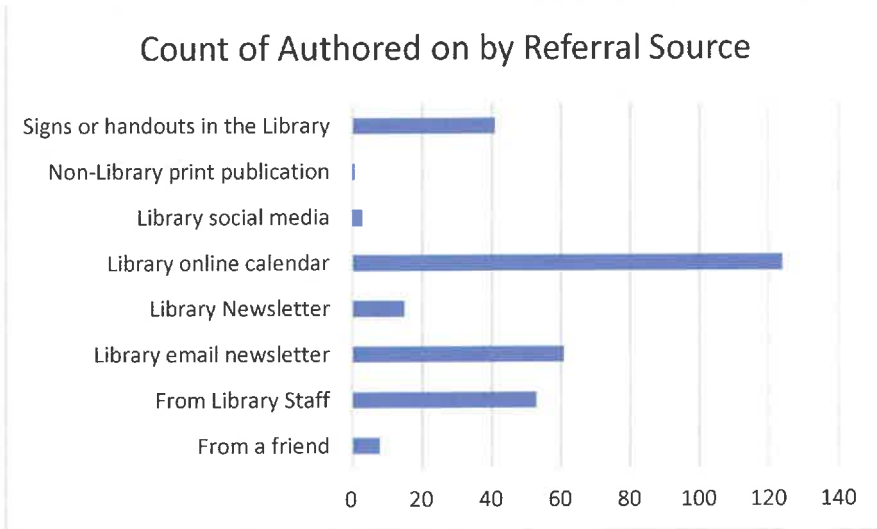


SRP Prize Basket Winners



Marketing Report

August 2022



- **Promotions resulted in 306 event registrations**
- Trained on how to update TV display signage.
- Trained on how to edit the library's website.
- Trained on how to update the Library Market Calendar.
- Trained on how to edit using the MailChimp platform.
- Trained in the process of creating and submitting current announcements to the contact at the Examiner.
- Worked with youth services to streamline the process of entering programs into library market creating consistency.
- Started the process of developing signage to promote the library's resources near the business center section of the library.
- Produced graphics for TV displays to promote the library's resources, upcoming events, and reading challenges.
- Produced 3 weekly e-newsletter blasts.
- Produced a 6-page newsletter to be in homes at the beginning of September
- Attended ILA August Roundtable Marketing Forum.
- Promoted Job openings via graphics on TV displays. Promoted the circulation clerk position via graphics on Facebook.

Statistics:

Reach: The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page.

Engagement: the number of times each post was clicked on, liked, and/or commented on

Facebook

Followers: 2,835

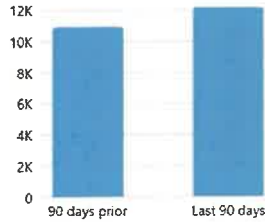
Reach from the last 90 days: 12.2K

Organic reach

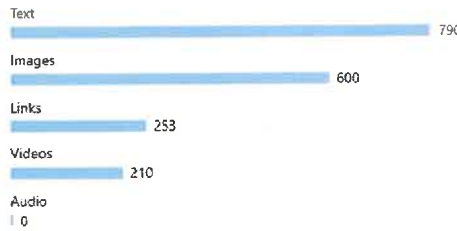
Post reach ⓘ

12.2K ↑ 11.3%

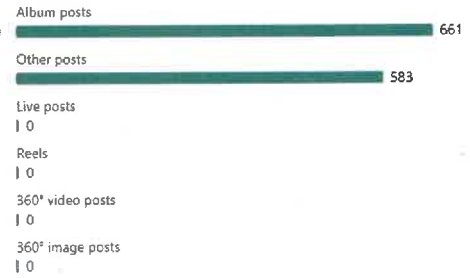
Total from last 90 days vs 90 days prior



Median post reach per media type ⓘ
For posts created in the last 90 days



Median post reach per content format ⓘ
For posts created in the last 90 days



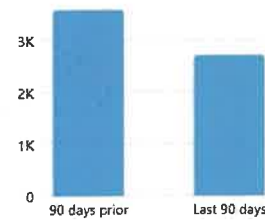
Engagement from the last 90 days: 2.7K

Organic engagement

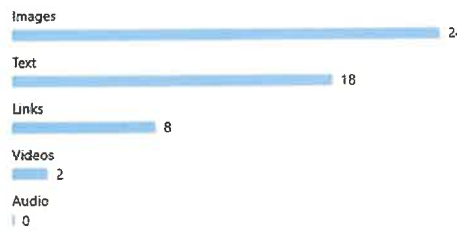
Post reactions, comments and shares ⓘ

2.7K ↓ 24.4%

Total from last 90 days vs 90 days prior



Median post reactions, comments and shares per media type ⓘ
For posts created in the last 90 days



Median post reactions, comments and shares per content format ⓘ
For posts created in the last 90 days



Top three posts from August

<p>People reached: 1,290 Engagements: 15</p>	<p>People reached: 2,158 Engagements: 240</p>	<p>People reached: 2,749 Engagements: 42</p>

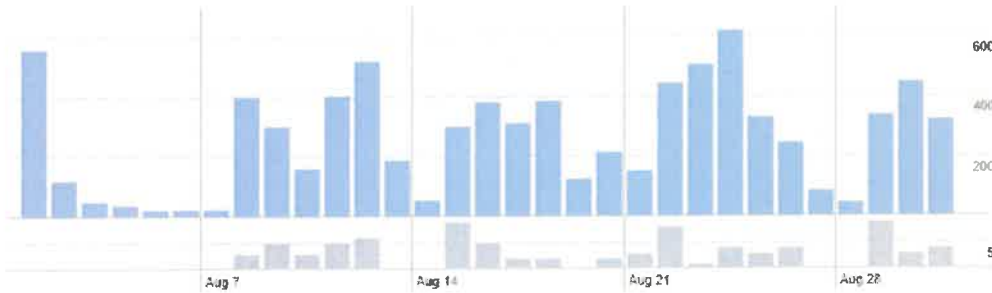
Twitter

Followers: 1,561

Total Impressions: 8.1k

Impressions from August

Your Tweets earned 8.1K impressions over this 31 day period



YOUR TWEETS
During this 31 day period, you earned 261 impressions per day.

Total Engagements: 405

Engagements for August




Engagement rate

4.0%

Aug 31
3.4% engagement rate



Top 3 tweets from August:

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	Carol Stream Public Library @CarolStreamPL · Aug 23	Here at the library we love that #ChildrensBooks is trending. Remember that reading knows no age limits and there's no shame in an adult enjoying reading books aimed at younger audiences. #read #petthecat pic.twitter.com/mp1CegH28r View Tweet activity		615	47	7.6%
	Carol Stream Public Library @CarolStreamPL · Aug 8	Not that anyone needs an excuse to come to the library, but when it's rainy outside, we'd love to see you today. Open 9 a.m.-9 p.m. #CarolStream #Library pic.twitter.com/5jedFE7Mbm View Tweet activity		546	19	3.5%
	Carol Stream Public Library @CarolStreamPL · Aug 22	#librarylife for sure. We've also seen our fair share of 'what is that?' here. P.S. Stuff like this probably keeps @NUL_PresCons up late at night. dailyherald.com/news/20220822/... View Tweet activity		422	8	1.9%

Promotional Emails

August 4th	Summer Reading Prizes	Open rate: 34.0%	Click rate: 1.7%
August 11th	Live Homework Help	Open rate: 36.3%	Click rate: 1.1%
August 18th	Discover the Library's Resources	Open rate: 33.9%	Click rate: 1.4%
August 25th	Must Reads and New Events	Open rate: 35.9%	Click rate: 3.1%



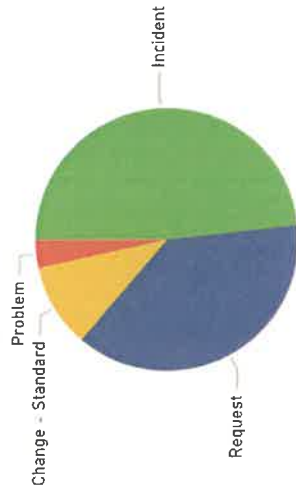
Monthly Report of IT Service

Report Range 8/1/2022 8/31/2022

Support Tickets 29

Information Technology Closed Support Tickets by Category

Helpdesk tickets are broken down by type and categorized to help identify trends. The most common tickets are Requests and Incidents. If there are multiple related Incidents, this indicates a problem and leads to a Change.



Request Type	Count
Change - Standard	3
Incident	14
Problem	1
Request	11
Total	29

CategoryName	Count
Computer Hardware	5
Computer Software	11
Email Management	1
Employee Accounts and Access	2
Internet / Intranet	1
Network Infrastructure	3
Printer	4
Telephone	2
Total	29



Tickets Types

Definitions:

Request - A request is a request for a service. This may include a printer setup, a new user setup, assistance with an application.

Incident - This is when an existing service is not working as it should and we work quickly to find a resolution. Consider you can't login to email, or a printer stopped working. All of these tickets can generally be resolved quickly.

Problem - A problem is when we have an incident or multiple related incidents that cannot be fixed quickly and requires research to figure out why the problem occurs.

Problem - Known - This is something that has been identified as a problem, but we have chosen not to fix it. This can be a result of budget, capabilities or other influences.